

**J. L. PROPERTY OWNERS ASSOCIATION  
DESIGN CONTROL BOARD  
ALTERATIONS AND ADDITIONS REQUEST FORM  
561-743-2032 / Fax 561-743-2062  
admin@jlpoa.com**

**PLEASE NOTE: AN APPROVAL SIGNATURE OF VILLAGE HOA / MGMT. IS REQUIRED  
BEFORE SUBMITTING TO DESIGN CONTROL BOARD**

**1: TO BE COMPLETED BY HOMEOWNER:**

Resident Name \_\_\_\_\_ Submission Date \_\_\_\_\_

Address \_\_\_\_\_ Village \_\_\_\_\_

Telephone Number \_\_\_\_\_ Unit/Lot # \_\_\_\_\_

Mailing Address & Telephone # (if different from above): \_\_\_\_\_

Description of Project: \_\_\_\_\_

Plans and specifications are not approved for engineering design or safety, or setback/code compliance. By approval of such plans and specifications, neither the DCB, the members thereof, nor the Board of Directors of J.L. Property Owners Association, Inc., or the members thereof, assume liability or responsibility for such compliance. IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL HOMEOWNER/BUILDER TO COMPLY WITH ALL APPLICABLE CODES, SETBACKS AND OTHER REQUIREMENTS, AND TO OBTAIN ALL NECESSARY STATE, COUNTY OR LOCAL PERMITS AND APPROVALS.

**SIGNATURE OF HOMEOWNER** \_\_\_\_\_

***APPLICATION MUST INCLUDE PLANS, SPECIFICATIONS  
(Drawings & Samples) & APPROPRIATE FEES. (See Reverse Side)***

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**2: TO BE COMPLETED BY VILLAGE ASSOCIATION (HOA):**

**Date acted upon by Village HOA:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

Signature of Authorized Association Member \_\_\_\_\_ Telephone Number \_\_\_\_\_

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**3: TO BE COMPLETED BY DESIGN CONTROL BOARD:**

Date acted upon by JL DCB: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Signature of Authorized DCB Representative \_\_\_\_\_

**NOTE: If project is not started within one year of approval date, DCB approval becomes "null & void" and resubmission of application will be required.**

**(Form Revised 11/03/2015)**

## **DEPOSIT & ADMINISTRATIVE FEES**

	<u><b>Total Deposit</b></u>	<u><b>Non-Refundable Fee from Deposit</b></u>
<b>NEW HOME CONSTRUCTION</b>	<b>\$3,500.</b>	<b>\$300.</b>
<b>2<sup>nd</sup> FLOOR ADDITIONS</b>	<b>\$2,000.</b>	<b>\$200.</b>
<b>1<sup>ST</sup> FLOOR ADDITIONS</b> (medium to large structures)	<b>\$2,000.</b>	<b>\$100.</b>
<b>OTHER ADDITIONS AND/OR INSTALLATIONS</b>	<b>\$ 500.</b>	<b>\$100.</b>

(e.g., painting, new roof and new pool installations, pavers, major window replacements, golf cart garages, major changes in patio and screen enclosures, solar panels, electric generators and fuel tank installations, bulkhead and/or dock construction)

Non-refundable fee deductions are made for administrative costs. Additionally, the DCB will deduct any outside consultants' fee and the cost of repairing any damage to the JLPOA Common Areas caused by the construction from the deposit prior to reimbursement of any remaining funds at the end of the project. If the cost of repair exceeds the deposit (less administrative and professional fees), then the homeowner who had the work performed bears the final responsibility.

JLPOA can individually assess for damage to JLPOA Common Area as provided in the Jonathan's Landing Amended and Restated Declaration of Covenants and Restrictions.

The application fees must be remitted with the original application before the project is placed on the DCB agenda for review (the check is to be made payable to J.L. PROPERTY OWNERS ASSOCIATION, INC.). Once a project receives final inspection and approval from the DCB and any damage to JLPOA Common Area property is repaired, any deposit amounts remaining will be refunded to the homeowner.

**NOTE: Incomplete applications will be returned.**

**Applications will not be accepted without Village or Management Company approval.**

**You may drop off the application, along with supporting documents, deposit checks and samples (if applicable) at the POA office or mail them to:**

**Jonathan's Landing POA  
ATTN: DCB  
3755 Barrow Island Rd.  
Jupiter, FL 33477**

**(Form Revised 11/03/2015)**